

Town Clerk

§ 501:

In addition to the powers and duties prescribed for Town Clerks by the General Statutes, the Clerk shall be responsible to and be the Clerk of the Council, keep a journal of its proceedings, which shall be a public record and perform such other duties as may be assigned by the Charter or by action of the Council. The Clerk shall be an officer of the Town appointed by the Council, who shall serve until removed from office pursuant to this Charter, resigns or is otherwise unable to perform his or her duties for an indefinite term. The Clerk shall have and appoint such deputies, clerks and other assistants as the Council may determine, and as provided in the General Statutes. When a vacancy occurs in the position, it shall be filled by the Town Council after being posted requiring certification or prior experience and knowledge of accepted administrative practices related to the duties of the position.

§ 404:

The Manager shall supervise and control all departments and agencies of the town, except the Board of Education, the Library Board, elected officials and their appointees, and those appointed by the Governor, the General Assembly or by the Council; provided the Manager shall also supervise the Town Clerk. The Manager shall appoint and may remove, subject to the provisions of Chapter VIII of this Charter, all officers and employees of the departments and agencies of the town and shall have the power to transfer and reassign offices, functions and responsibilities among the various departments, officers and agencies under the Manager's jurisdiction, in the interests of orderly and efficient administration, except as otherwise provided in this Charter and subject to the approval of the Council.